# **User Guide**

**Section 8.3** 

**CSA** and Tariff Rates

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#### Section 2.6 CSA and Tariff Rates

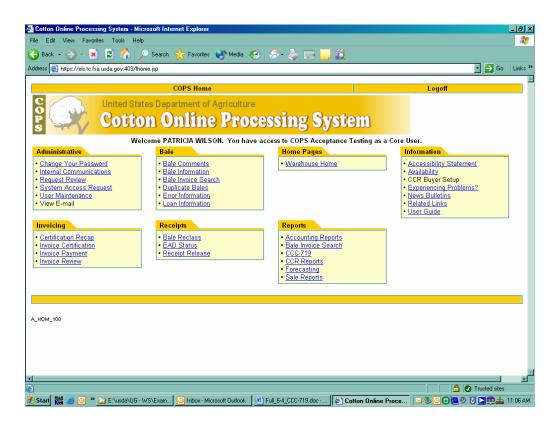
#### A. Introduction

The "CSA and Tariff Rates" link under On Line List on the COPS Warehouse Home Page provides the user with the ability to generate CSA and Tariff Rates report dynamically in a PDF (Portable Document Format— see http://www.adobe.com/products/acrobat/main.html). The PDF shows warehouse's the most current CSA and Tariff rates and effective dates. Access to this link is secured and limited to Core Users, CMA\LSA, States, Counties and Examiners.

#### **B.** Screens

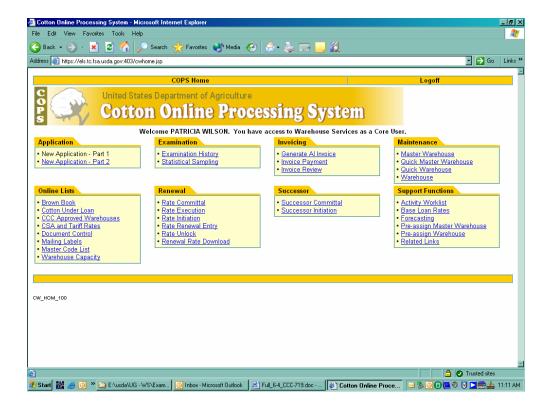
#### **1. Home Page** (A\_HOM\_100)

The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be <u>underlined</u>, showing that the link is available. Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



#### 2. Warehouse Services Home Page (CW\_HOM\_100)

When the Warehouse Home option under the Home Pages heading is selected, the Warehouse Services Home page is displayed.

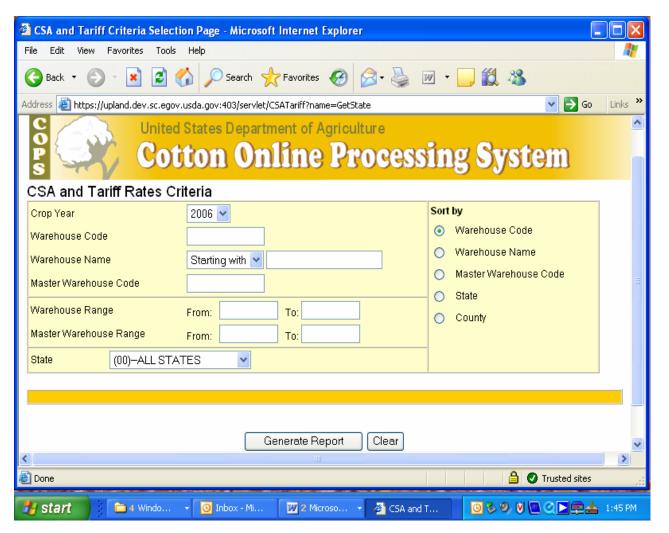


#### 3. CSA and Tariff Rate screen (WS\_OLIST\_400)

When the CSA and Tariff Rate option under the Reports heading is selected the CSA and Tariff Rate Criteria page appears. Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, master warehouse range or state. Click Generate Report.

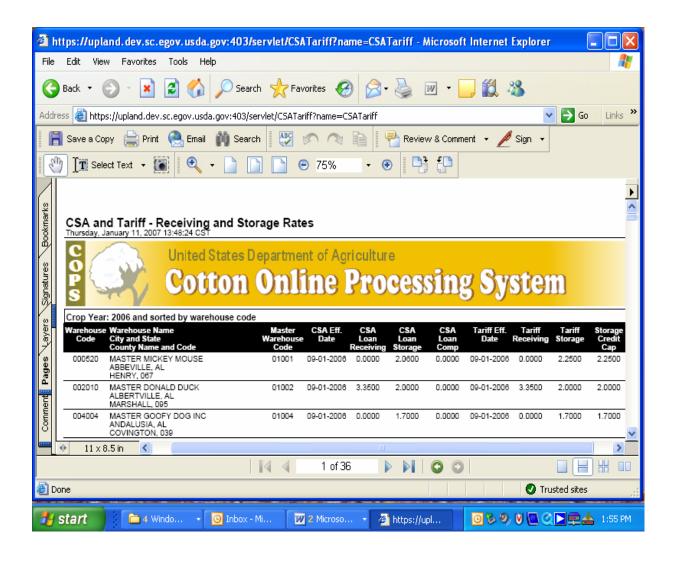
If All data is desired do not enter any criteria, Click Generate Report. Select the radio button for the sorting option required for the CSA and Tariff Rate Report PDF.

If no data was found, the "no records were generated based upon your criteria selection" page will be displayed.



#### 4. CSA and Tariff Rate Report PDF

The CSA and Tariff Rate Report which is a PDF will appear. The CSA and Tariff Rate Report will display the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties. If there is no criteria selected then the report will be populated with all warehouses for ever state and county. Only the most current CSA and Tariff rates will be shown on the report. For example, if a warehouse has two CSA rates during a crop year, only the most current CSA rates will be shown. The CSA and Tariff effective dates will be shown in MM-DD-YYYY format. A final control break line will display after the last warehouse showing the number of states and number of warehouses on the PDF. If no report records were found based upon the criteria entered, the "no records were generated based upon your criteria selection" page will be displayed.



# C. CSA and Tariff Rate Report Access Instructions

Step	Action	Results
1.	Selects Warehouse Home link under the HOME PAGES tab on the COPS Home page.	Displays the Warehouse Services Home Page.
2.	Selects CSA and Tariff Rate Book link under the ONLINE LISTS tab on the COPS Warehouse Services Home Page.	Displays the CSA and Tariff Rate Criteria page.
3.	Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, master warehouse range or state.	Displays the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties.
4	If a state was selected from the state download, then a county may be selected.	Displays the entered data on the page.
5	Select the radio button for the sorting option required for the CSA and Tariff Rate Report PDF.	The radio button will show selected based upon the sort option clicked.
6	Click GENERATE button	COPS creates the CSA and Tariff Rate Report PDF based upon the data entered. If no data was found, the "no records were generated based upon your criteria selection" page will be displayed
7	Click CLEAR button.	COPS clears the data entered on the criteria page and resets the values back to the default values.

# **D.** CSA and Tariff Rate Report PDF Access Instructions

1	Navigate through the PDF using the Acrobat paging and scrolling features.	The CSA and Tariff Rate Report PDF is scrolled forward and backward.
2	Return to the CSA and Tariff Rate Criteria page using either the BACK button available via Internet Explorer or Netscape.	The CSA and Tariff Rate Criteria page is displayed.

### **E.** Function Tables for Screens

### 1. Home Page (CW\_HOM\_100) Screen Functions

Selection	Description
CSA and Tariff Rate  Link to the CSA and Tariff Rate Report process. The CS  Tariff Rate screen will be opened.	
_	
Command Buttons	Functions

### 2. CSA and Tariff Rates Criteria (WS\_OLIST\_400) Screen Functions

Selection	Description		
Warehouse Code	Enter specific warehouse code.		
Warehouse Name	Enter a warehouse name either by starting with a specific letter containing a specific letter.		
Master Warehouse Code	Enter specific master warehouse code.		
Master Warehouse Enter a master warehouse name either by starting with a letter containing a specific letter.			
Warehouse Range	Enter a Warehouse range that may contain a "from and to", "to" or "from" warehouse code(s).		
Master Warehouse Range	Enter a Master warehouse range that may contain a "from and to", "to" or "from" master warehouse code(s).		
State	Select a State from drop down box.		
County	Select a County from drop down box, first must select a state.		
Sort By	Select from warehouse code, warehouse name, master warehouse code, state or county. Gives the option of how report will be sorted.		
Command Buttons	Functions		
Generate Report	Creates the CSA and Tariff Rate Report PDF based upon the data entered.		
Clear	Clears the data entered on the criteria page and resets the values back to the default values.		

# 3. CSA and Tariff Rate Report (PDF) Report Functions

Selection	Description		
Warehouse Code	Unique six digit identifying number used to identify warehouses assigned by Kansas City Commodity Office.		
Warehouse Name, City and State County Name and Code	Name of warehouse as shown on Electronic Warehouse Receipt and main location		
Master warehouse code	Unique five digit identifying number used to identify the legal entity of the Master warehouse		
CSA Effective Date	Date Schedule of Rates is effective for warehouse operator		
CSA Loan Receiving	Receiving rate Commodity Credit Corporation will pay under the Cotton Storage Agreement		
CSA Loan Storage	Storage rate Commodity Credit Corporation will pay under the Cotton Storage Agreement		
CSA Loan Comp	Compression rate Commodity Credit Corporation will pay under the Cotton Storage Agreement		
Tariff Effective Date	Date warehouse public tariff is effective in Cotton Storage Agreement		
Tariff Receiving	Receiving rate listed on public tariff		
Tariff Storage	Storage rate listed on public tariff		
Storage Credit Cap	Rate used to calculate storage credits		
Number of States	Aggregate count of how many States are included on total report		
Number of Warehouse	Aggregate count of how many Warehouse are included on total report number		
Command Buttons	Functions		
none			

### F. History / Revision Log

Version	Date	PSR#	By	Description
#				
8.3	01/11/2007		J.Reagan	New option for User Guide for new CWS
				menu option to show warehouse information in
				PDF report form.